



NEW PROGRAM PROPOSAL FORM

Sponsoring Institution(s): Hannibal-LaGrange University

Program Title: Master of Education Administration

Degree/Certificate: Masters

Options: N/A

Delivery Site(s): Online

CIP Classification: 13.04 – 13.0408 & 13.0409

*CIP code can be cross-referenced with programs offered in your region on MDHE's program inventory highered.mo.gov/ProgramInventory/search.jsp

Implementation Date: January 2017

Cooperative Partners: N/A

*If this is a collaborative program, form CL must be included with this proposal

AUTHORIZATION:

Dr. Anthony Allen – President of HLGU

Name/Title of Institutional Officer

Signature

Date

Dr. Jill Arnold

Person to Contact for More Information

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Form NP – New Program Proposal



STUDENT ENROLLMENT PROJECTIONS

Year	1	2	3	4	5
Full Time	15	15	20	20	25
Part Time	0	0	0	0	0
Total	15	15	20	20	25

Please provide a rationale regarding how student enrollment projections were calculated:

Currently, the Master of Science in Education (MSE) and the Master of Arts in Leadership (MAL) programs at Hannibal-LaGrange University have an enrollment of 10-20 students at each start date. In the fall of 2014, the MAL had 58 prospects and 27 students enrolled in the program. In the spring of 2015, we had 18 prospects and 8 enrolled students for the MAL. The MSE had 13 prospects and 3 students in the spring of 2015. In May 2015, the MSE had 9 prospects and 6 enrolled students. In the fall of 2015, Hannibal-LaGrange University had 47 prospects and 19 students for the MAL and 28 prospects and 13 students for the MSE. It would be reasonable to project that the proposed degree program would have 10-20 students in the cohort with 15 students being an ideal number of students to begin the cohort.

Provide a rationale for proposing this program, including **evidence of market demand and societal need supported by research**:

There is a need in Missouri for educated leaders in the K-12 school system. The average age for an educator to retire is 59 years of age (Carroll, 2010). As educators in Missouri reach this age, around 1.5 million teachers will retire from education from 2010-2020 (Carroll, 2010). This mass exodus will lead the way for other educators to step up and take administrative responsibilities in the K-12 school system.

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Form SE - Student Enrollment Projections



According to the National Center for Educational Statistics (2015) from 2012-2013, there were over 754,000 people who received their Master's degree and almost 165,000 were Master's degree in education. By the 2024, over one million people will be acquiring their Master's degree. The Missouri Economic Research and Information Center (MERIC) Reports there are 4,390 elementary and secondary principals in Missouri that earn an average of \$88,641 a year. With the many people retiring and the possibility for increased wages in education, many people strive for a degree in educational administration.

As an institution, we have explored area programs that have a similar program to the one being proposed by our school. A cost analysis, time to complete the program, delivery format and program quality was compared among these schools. The analysis showed that our proposed program was quicker to complete because of the 50-week format and more convenient to the working adult as the program will be offered completely in an online format. Students in the program will still have to complete the practicum hours required by the Department of Elementary and Secondary Education, but those hours can be completed at a nearby Missouri school.

References

Carroll, T.G. (2010). Who will teach? Experience matters. Retrieved from <http://nctaf.org/wp-content/uploads/2012/01/NCTAF-Who-Will-Teach-Experience-Matters-2010-Report.pdf>

Missouri Economic Research and Information Center (MERIC). (2015). *Occupational employment and wage estimates*. Retrieved from <https://www.missourieconomy.org/OesWage/Default.aspx>

National Center for Educational Statistics. (2014). *Projections of education statistics to 2022* (41st ed.). Retrieved from <http://nces.ed.gov/pubs2014/2014051.pdf>.

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Form SE - Student Enrollment Projections



C. General education: Total credits: no

Course Number	Credits	Course Title
EAD 5013	3	Foundations of Educational Administration and Special Services in a Biblical Worldview
EDU 5043	3	Class Action Research
EAD 5113	3	Elementary Curriculum and Instruction
EAD 5123	3	Secondary Curriculum and Instruction
EAD 5213	3	Elementary Administration
EAD 5223	3	Secondary Administration
EAD 5233	3	School Supervision
EDU 5053	3	Assessment and Evaluation in Education
EAD 5313	3	School Business and School Facilities
EDU 5133	3	School Law
EAD 5323	3	Educational Administration Practicum
EAD 5333	3	Educational Administration Research School Improvement Plan

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E. Free elective credits:

N/A

(Sum of C, D, and E should equal A.)

F. Requirements for thesis, internship or other capstone experience:

All students will complete the capstone course in the Master of Education Administration. Students in this course will complete a revision or creation of a component on their institution's School Improvement Plan. Throughout classes in the program and the practicum course all students will complete the required 300 clock hours for the program.

G. Any unique features such as interdepartmental cooperation:

Cooperation between the Graduate and Online Division and the Education Division at Hannibal-LaGrange has been established for this program. Both the Director of the Graduate and Online Director and the Chair of the Education Division have worked together to design the new proposed Master of Education Administration.

PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS

Institution Name Hannibal-LaGrange University

Program Name Master of Education Administration

Date 10/22/2015

Student Preparation

- 1) Complete the HLGU Graduate Application form and include the nonrefundable \$25 Application Fee.
- 2) Students seeking admission to the graduate program in education must submit the following:
 - Official transcripts, mailed directly from each regionally accredited college or university attended, showing completion of a baccalaureate degree in education with a minimum cumulative grade point average of 3.00 on a 4.0 scale.
 - Students with a grade point average below 3.0 on a 4.0 scale may be admitted conditionally into the program. Students who are conditionally admitted candidates must earn a B or higher in the first three courses in the program to continue in the program. These candidates will be reviewed after their first three courses in the Master's program. If they have earned a B or higher in the first three courses, they will completely admitted into the Master's program.
 - Conditional students who do not have a B or higher in the first three courses may repeat only one course to attain a B in all of the three courses.
 - If the conditional student does not have a B or higher in the first three courses, they may not continue in the Master's program.
 - Official transcripts, mailed directly from each regionally accredited college or university attended, showing any previous graduate coursework (no grade lower than B accepted).

Following a review of all application materials, the Graduate Admission Committee will send a written notification of program status to the applicant. Program status falls under three categories: Admitted; Conditionally Admitted (the applicant is given a list of specific conditions with deadlines that must be met in order to receive Admitted status); and Not Admitted. NOTE: Admission to Hannibal-LaGrange University does not guarantee admission to the Master of Education in Administration (see Admission to Majors and Professional Programs in the Admissions section).

Faculty Characteristics

- Instructors in the Education Administration program must possess a degree above a Master's degree in the appropriate field of study.
- The proposed program will utilize the Director of the Graduate and Online Division as a content expert in education and in curriculum development. An experienced, Missouri school administrator will be hired to oversee the scope and sequence of the curriculum and to write at least one course in the program. Currently in the Education Division, only one full-time faculty has the appropriate leadership degree and actual experience as a Missouri school principal. That faculty member will be used to write at least one course in the program. The other courses will be written by content experts as adjunct faculty.
- The use of the Director of the Graduate and Online Division and the Education faculty member along with a hired educational leader overseer for the program will be sufficient to provide consistency and a quality program for the Education Administration degree. Currently, HLGU has many approved instructors to teach in the Master of Science in Education degree, so many of those approved instructors are capable to teach in the newly, proposed program.
- The impact to faculty workload will only effect the Director of the Graduate and Online Division and the one Education faculty member. Currently, the Director teaches the Assessment and Evaluation in Education course that is in this new degree and the current Master of Science in Education degree. The Director has a load of 12 hours in teaching that is part of her required duties. The majority of the instructors will be adjunct faculty, so the impact will mostly fall on the Graduate and Online Division to train and mentor instructors.
- All courses that are to be written for the program will be created by a content expert who will teach the course the first time through. After the course has been taught, the content expert will be paid a stipend to review and revise the course to make it more effective in the next use.
- All of the graduate online courses at Hannibal-LaGrange University are evaluated by the Graduate and Online Division. Student evaluations are also done on every course taught in the Graduate and Online Division. The Director or the Assistant Director of this program reviews the courses with a Course Delivery Rubric. The person reviewing the course also assesses the responses from the student evaluations. If there is a concern, the Director or the Assistant Director will conduct a structured talk with the faculty or adjunct instructor to discuss the scores and the plan for future online teaching. If an instructor receives poor marks in the three or more courses in both the student evaluations and the Course Delivery Rubric, they will be removed from teaching online courses unless a plan of improvement can be enacted through both the instructor and the division.
- Programs and courses in the Graduate and Online Division are on a three-year update schedule. After a course or program has been in place three years, content experts will be paid a stipend to review and update the courses. In this program, the individual that was hired to oversee the program creation will be employed again to oversee any updates and changes that are made to the program.

- Also to improve effectiveness in all of the courses taught in the Graduate and Online Division, the Director and Assistant Director write, broadcast and produce monthly professional development. The professional development is executed on Adobe Connect, so that instructors can participate in the live version. If an instructor has a time issue, they can always watch the archived version. The Assistant Director tracks participation in these meetings. Instructors must attend at least 80% of the monthly meetings in order to be rehired as an adjunct instructor for the Graduate and Online Division.

Enrollment Projections

Year	1	2	3	4	5
Full Time	15	15	20	20	25
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Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation.
- Special skills specific to the program.
- Proportion of students who will achieve licensing, certification, or registration.
- Performance on national and/or local assessments, e.g., percent of students scoring above the 50th percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of general education and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.
- Placement rates in related fields, in other fields, unemployed.
- Transfer rates, continuous study.

Program Accreditation

- The Higher Learning Commission-Currently seeking for February 2016
- Missouri Department of Higher Education
- Department of Elementary and Secondary Education
- Council for the Accreditation of Educator Preparation (CAEP) –This replace The National Council for Accreditation of Teacher Education (NCATE)

Alumni and Employer Survey

- Expected satisfaction rates for alumni, including timing and method of surveys

- Alumni who graduated one, five, seven and ten years ago are sent satisfaction surveys from Hannibal-LaGrange University. In 2014, 85% of alumni agreed or strongly agreed that their skills gained in their major were applicable to their employment or further education.
- Expected satisfaction rates for employers, including timing and method of surveys
 - Currently, Hannibal-LaGrange does not conduct employer surveys.